

**D. OPERATING POLICIES, PROCEDURES, RULES AND REGULATIONS**

*(Adopted by the Board Oct, 1984 or as noted (Updated 2000 thru 2005))*

**SECTION 1 - BOARD OF DIRECTORS**

- 1.1 The Board of Directors shall meet a minimum of four (4) times per year. Meeting dates and times shall be set by a majority vote of the Board.
- 1.2 The standard agenda for a Board of Directors Meeting shall be as follows:
  1. Agenda- additions/amendments  
- adoption
  2. Adoption of previous Board Meeting Minutes
  3. Business Arising from Minutes
  4. Division and selected Standing Committee Reports
    - a) Cross Country Division
    - b) Road Running Division
    - c) Track and Field Division / Race Walking Division
    - d) Executive Committee
    - e) Athletics Canada Committee
    - f) Finance Committee
    - g) Any Other Committees
  5. Staff Reports
  6. New Business
- 1.3 The Minutes of the Board Meetings shall be prepared within a week of the meeting, examined by the Secretary and Chair, and then printed for distribution to the Board, Club Officials and Association Division and Committee Chairs.
- 1.4 The Board meetings shall be open to any member of the Association.

**SECTION 2 - DIVISIONS**

- 2.1 The Minutes of each Division Meeting shall be sent to the B.C. Athletics Office as soon as possible but no later than 14 days after each meeting for filing and distribution to each Division member and the Board of Directors.
- 2.2 The Minutes of each Division Meeting shall be received by a recorded vote by the Board of Directors.
- 2.3 The Division Chairperson shall ensure that any operating policy, procedure, rule, or regulation which the Division creates or revises shall be individually ratified by the Board of Directors prior to implementation by the Division.
- 2.4 The Division shall make decisions and take action within ratified operating policies, rules, and regulations without reference to the Board of Directors.

**SECTION 3 - COMMITTEES**

- 3.1 The Minutes of each Committee Meeting shall be sent to the B.C. Athletics office as soon as possible but no later than 14 days after each meeting for filing and distribution to each Committee member and the Board Liaison Director.
- 3.2 The Committee Chairperson, through the Board Liaison Director, shall ensure any operating policy, procedure, rule, or regulation which the Committee creates or revises is brought to the Board of Directors for ratification prior to implementation by the Committee.
- 3.3 The Committee shall make decisions and take action within the limits of ratified operating policies, procedures, rules and regulations without reference to the Board of Directors.

**SECTION 4 - CROSS-COUNTRY DIVISION**

- 4.1 To ensure the high quality of Cross Country Running programs in B.C. as provided through B.C. Athletics Age Group Committees.

**SECTION 5 - ROAD RUNNING DIVISION**

- 5.1 To ensure a high quality of Road Running and to enable the Road Running Division to monitor standards of race organization and also to reflect the current status of Road Running in B.C.:
  - a) All Provincial and Zone Marathon, Half-Marathon, Road Relay, 20km and 10km Championship Events must be sanctioned/accredited. *(Resolution 1 - 1986 AGM)*

- b) BC Athletics member clubs; approved registered non-profit societies; and approved organizing groups can be affiliated with accredited races (Meaning these groups can apply to sanction their race or races.) . (AGM Jan. 2005 recommendation to the Brd. Brd approval Apr 9/05)
- 5.2 Accreditation/Sanction Rules for Road Running Championship Events
- a) The race can be organized by BC Athletics member clubs; approved registered non-profit societies; or approved organizing groups. A member of the BCA Road Running Division, or delegate, must be on the race committee of the host club, approved non-profit society or approved organizing group. (AGM Jan. 2005 recommendation to the Brd. Brd approval Apr 9/05)
  - b) The race date must be submitted to the Fixtures Congress in the September preceding the event.
  - c) Only B.C.A. members or equivalent shall be permitted to race. Non-B.C. Athletics members or equivalent must pay a Day of Event Membership Fee. (Resolution 15 - 1986 AGM)
  - d) The race course must be certified.
  - e) The race course must be of standard race distance in kilometres, i.e. 10km, 15km, 20km, Half-Marathon, Marathon.
  - f) The race course must have kilometre markers every 5km or more frequently. (Athletics Canada #514)
  - g) The race course must have aid stations at mandatory intervals (Athletics Canada #515).
  - h) Medical aid must be available on the race course.
  - i) All traffic intersections must be policed or marshalled or signed.
  - j) The flow of traffic must be controlled so as not to endanger or impede the runner.
  - k) The running surface shall be predominantly roadway.
  - l) Rest rooms must be provided at the start and finish of the race or in that vicinity.
  - m) The race must have B.C.A. recognized age group divisions.
  - n) Medals or trophies must be awarded for 1st to 3rd place in all age groups. Any other awards or prizes shall be approved in advance by the B.C.A. Road Running Division. (*Resolution 6 - 1983 AGM*)
  - o) All race participants shall be advised that only B.C.A. Competitive Members are eligible for B.C. Championship medals.
  - p) Complete race results shall be made available to all participants, the Road Running Division, all participating clubs, the B.C.A. Office and the B.C.A. Statistician. (*Resolution 15 - 1985 AGM*)
- 5.3 Rules for Races Other Than Road Running Championship Events
- a) The race can be organized by BC Athletics member clubs; approved registered non-profit societies; or approved organizing groups. (AGM Jan. 2005 recommendation to the Brd. Brd approval Apr 9/05)
  - b) The race date shall be submitted to the Fixtures Congress in the September preceding the event.
  - c) Only B.C.A. members or equivalent shall be allowed to race. (*Resolution 1 - 1986 AGM*)
  - d) The race course shall be accurately measured.
  - e) Distance markers shall be at regular intervals.
  - f) The flow of traffic shall be controlled so as not to endanger or impede the runner.
  - g) Aid stations shall be at intervals appropriate to race length and conditions.
  - h) Medical aid shall be available on the race course.
  - i) There shall be rest rooms at the start and finish of the race or in that vicinity.
  - j) There shall be awards for 1st to 3rd place in all age groups.
  - k) The race results shall be made available to all participants, the Road Running Division, the B.C. Athletics Office and the B.C.A. Statistician.
- 5.4 Sanction Fee for All Road Running Events - All Road Races, including Championship Events, are to be levied an accreditation fee which shall be set from time to time by the Road Running Division. (*Refer to Appendices for current fee.*)
- 5.5 Sanction Application Procedures for Road Running Events
- a) To host a B.C. Athletics Championship event or a non-Championship event, an Application for Sanction must be made, in writing, to the Road Running Division (c/o the B.C.A. Office). Such Applications must be received with sufficient time to allow sanctioning 30 days prior to the event. (*Resolution 1 - 1986 AGM*) (*Refer to Appendices for copy of Application Form.*) Applicants shall be notified re: the status of their Application.

- 5.6 Approved Age Groups for Road Running - The following recommended age groups are not intended to prevent younger boys and girls from participating in long road races, but to gently discourage them by not recognizing them by awarding medals or prizes.
- a) The following age groups are recognized for B.C.A. Road Running Championships: Men and Women, Junior (18-19), Senior (20+) and Masters (Men + Women 40+).
  - b) The following age groups are recognized for non-championship Road Races:  
Up to 10 km: 10-13, 14-15, 16-17, Junior, Senior, Masters.  
Over 10 km to ½ Marathon: 14-15, 16-17, Junior, Senior, Masters.  
Over ½ Marathon to 20 miles: 16-17, Junior, Senior, Masters.  
Marathon: Junior, Senior, Masters.  
These age groups shall be based on the participants' age as of December 31st of the year of competition with the exception of Masters competitors whose age groups shall be determined by the date of birth at the time of the event - for series events, age group shall be determined by age on final event.
- 5.7 B.C.A. Athlete of the Year Road Running Awards shall be presented in the following categories: Junior Male, Junior Female, Senior Male, Senior Female, Master Male, and Master Female. All Award nominees must be B.C.A. Competitive Members. Nominees for these Awards may be received from any B.C.A. member - club or individual.
- 5.8 Entry Fee Structure for Road Running - A maximum individual entry fee for any Race of any distance shall be set from time to time by the Road Running Division. (*currently under review*)  
The entry fee may include a t-shirt, cosmetics, food, drink, etc., otherwise these items must be noted as an optional extra fee on the entry form.
- 5.9 Road Relay Race Rules
- 5.9.1 Eligibility
- a) Only athletes registered with B.C.A., Athletics Canada, U.S.A.T & F, or other international governing bodies shall compete.
  - b) B.C.A. Recreational Members shall not be eligible for Championship medals or funding.
  - c) No male athlete may compete for a women's team; women can compete for open teams.
  - d) The B.C. Championship for Road Relays shall be held on courses of no less than 50 km in length and no longer than 150 km in length held over a 24 hour period as opposed to a multiple day event. (*Resolution 1 – 1986 AGM*)
- 5.9.2 Identification
- a) Teams shall be comprised of four or more runners (depending on the team structure designated by the Race Director on the entry form) entered in the order in which it is intended that they run. Team changes shall be permitted only in writing to the Race Director no later than 30 minutes prior to the start of the event. (*Resolution 1 - 1986 AGM*).
  - b) No athlete shall compete for more than one team in the same event. (*Resolution 1 - 1986 AGM*).
  - c) No team shall be formed of athletes from different B.C.A. Member Clubs.
  - d) Race Divisions shall be: Open Men - under 40, Open Women - under 40, Masters Men - 40+, Masters Women - 40+, Mixed or Recreational Teams - any ages - the balance between male and female runners on the team shall be set by the Race Director on the entry form. (Age shall be as of December 31 of the year of competition.) Junior Men and Junior Women may be added if there are sufficient athletes to make a team. (*Resolution - 1986 AGM*)
- 5.9.3 Replacements
- a) Team managers may replace athletes in an emergency or rearrange the order as provided in Rule 5.9.2 (a). (*Resolution 1 - 1986 AGM*)
  - b) In case of injury or exhaustion to an athlete during the Race, the athlete can be replaced by another member of the team.
  - c) An athlete who is replaced may not run in any succeeding leg. (*Resolution 1 - 1986 AGM*)
  - d) When an athlete is replaced during their leg, the replacement athlete must also run the succeeding leg (if they have not previously run). (*Resolution 1 - 1986 AGM*)
- 5.9.4 Changeovers

- a) Each changeover shall be by touch and a standing start.
- b) Each changeover point shall be clearly marked by traffic cones.
- c) Except as provided in Rule 5.9.3 (b), all changeovers shall be affected only at designated points.

5.9.5 Pacing

- a) Pacing of athletes by other athletes or anyone else whether running, cycling, or by motor vehicle shall be prohibited.

5.9.6 Course

- a) It is the responsibility of the competitors to know the course from their Team Captain or Manager.
- b) Competitors must use the left side of the road except where Race Officials or Marshalls indicate a change, or where safety is a factor.
- c) Traffic Officers and Race officials must be obeyed at all times.

5.10 Course Certification Application Procedure for Road Running

- a) The Road Running Division shall supply member clubs, on request, sufficient literature to enable them to properly measure and apply for certification of a race course.
- b) The club applying for course certification shall be responsible for all work necessary to properly complete the required certification application.
- c) The Road Running Division shall assist member clubs with technical advice - on request, and shall give as much assistance in course lay-out and measurement as time permits.
- d) The club applying for course certification must bear the expenses of the Road Running Division representative if that person is physically required to assist in course measurement and lay-out (i.e. meals, gas, etc.).
- e) Within a reasonable time after receipt of the properly completed certification application, a member of the Road Running Division, accompanied by a member of the club applying for certification, shall check the subject course and verify that all measurements are correct. A Course Certification Certificate shall be issued on verification. If discrepancies are noted, re-measurement and/or reapplication may be required.
- f) Application for course certification must be received by the Road Running Division ninety (90) days prior to the Race date.
- g) The Chairman of the Certification Commission may designate other qualified personnel in the region to oversee and verify all measurements.
- h) All pertinent data must be checked by the Certification Chairman of the Road Running Division and upon approval of same, he/she alone can certify the race course as correct in distance.
- i) If any change, however minor, is made in the course, certification is void and must be reapplied for.
- j) The Road Running Director's Handbook shall contain all the necessary information on course certification and shall be available from the B.C.A. Office. (*Resolution 15 - 1985 AGM*)

**SECTION 6 - TRACK AND FIELD DIVISION**

- 6.1 For the betterment of the sport and increased participation in the Summer Grand Prix Track and Field Series, Recreational Members shall be permitted to take part in the Summer Track and Field Grand Prix Series. (*Resolution 6 - 1985 AGM*)

**SECTION 6B – RACE WALKING DIVISION**

- 6B.1 To ensure the high quality of Race Walking programs in B.C. as provided through B.C. Athletics Age Group Committees.

**SECTION 7 - JUNIOR DEVELOPMENT COMMITTEE**

7.1 Philosophy

- a) The J.D. Committee shall deal with the development of young athletes between the ages of 9 and 15 years. The philosophy of J.D. coaches and administrators shall be to promote the growth of Athletics in B.C. by exposing young athletes to as many of the skills of Athletics as possible. Each

child involved in the J.D. program shall be asked to be involved in as many events as possible with a view of maximum exposure and participation.

b) J.D. athletes may train with any coach (regardless of club) but shall continue to compete for their local club. The other club to be issued second claim status.

#### 7.2 J.D. Committee Duties

The J.D. Committee shall be made up of a minimum of 4 and maximum of 12 and the Committee shall appoint its own Chairperson. The J.D. Committee shall:

- a) Select the Award recipients for the J.D. Awards Banquet.
- b) Co-ordinate J.D. Fixtures.
- c) Review the implements and weights used at the J.D. level.
- d) Review the standards for entry to J.D. Championships.
- e) Review any technical modifications for any track events.
- f) Award J.D. AGM and Awards Banquet based on bids received from B.C.A. member clubs. The Cross Country Championships are usually held in conjunction with the J.D. AGM and Awards Banquet.
- g) Collect material and printing a J.D. Statistics Annual.
- h) Administer the J.D. Budget.
- i) Prepare the J.D. package to be made available at the J.D. AGM.
- j) Co-ordinate the B.C.J.D. Track & Field Championships.
- k) Develop qualified officials.
- l) Review J.D. philosophy and policy implementation.

#### 7.3 J.D. Committee Chairperson Duties

The J.D. Committee Chairperson shall:

- a) Call a minimum of 2, but preferably at least 4, meetings of the J.D. Committee each year.
- b) Report all proceedings to the Directors of B.C.A. through the Board liaison Director.
- c) Delegate and assign duties and responsibilities as the necessity arises.
- d) Chair the Awards Selection Committee each year and assign the duty of notifying recipients and those who were nominated by their clubs but did not receive awards.
- e) Ensure that resolutions to the J.D. AGM be in the B.C.A. Office 30 days prior to the AGM for distribution to member clubs.

#### 7.4 J.D. Registration with B.C. Athletics

- a) To register as a Club and to participate in meets in B.C., clubs must have a minimum of five members. Prior to competing clubs must submit a completed club membership application form with the necessary fee to the B.C.A. Office. To ensure continued correspondence from B.C.A., clubs should renew annual registration before March 1st of each year. Among the direct benefits club membership in B.C.A. entails are:
  - (i) B.C. Athletic Manual
  - (ii) B.C. Athletics communications and information
  - (iii) Voting privileges at AGM
  - (iv) Discount advertising rates in the B.C. Athletics RECORD.
- b) To be eligible to participate in a BC Athletics Junior Development Track and Field Championship, an athlete must be registered as a B C Athletics Athlete Member prior to the start of the Championship Meet.
- c) B.C.A. athletes may compete unattached or for a club.
- d) The annual registration fee for J.D. athletes shall be set by the Society's membership. Upon receipt of annual registration, athletes shall receive a copy of the "B.C. Athletics RECORD".

#### 7.5 J.D. Age Groups

- a) In B.C., athletes between the ages of 9 - 15 shall compete in single year age groups. Age is determined by the athlete's age as of December 31 of the year of competition.
- b) There shall be only one major track and field meet where two age groups are combined – the B.C. Summer Games and/or Alternate where 14 and 15 years olds compete together.
- c) Periodically, meet directors may decide to combine two consecutive age groups. However, awards must be determined by one year age groups.
- d) Athletes must compete in their own age group.

- e) If an event is not offered for a particular age group an athlete shall not be allowed to move up in order to compete. (*Resolution 8 - 1984 AGM*)

7.6 J.D. Events

- a) Cross-County - The J.D. Cross Country competitions shall begin in late September and terminate at the Cross Country Championships held in conjunction with the J.D. AGM and Awards Banquet.
- b) Track and Field Events - Refer to Appendices for list of recognized J.D. Track and Field Events, official hurdle and throwing implement specifications.
  - (i) Starting blocks for hurdles and sprints may be used in heats and finals for J.D. meets - midget age group (14 and 15) only. (*Resolution 10 - 1984 J.D. AGM*)

7.7 B.C.A. J.D. Championships

There shall be three Championship Events for J.D. athletes held annually.

- . B.C.A. J.D. Track & Field Championships - held in late July or early August
- . B.C.A. J.D. Combined Events Championships - held in late July before the J.D. Championships
- . B.C.A. J.D. Cross Country Championships - held in October in conjunction with the J.D. Awards Banquet.

a) Track & Field Championships

- (i) All participating clubs must help with the organization or operation of this major competition.
- (ii) There shall be entry standards for certain field events. The entry standard shall be the silver or gold level in the J.D. Awards Program (*Refer to Appendices for list of Standards*)
- (iii) All official track and field events shall be offered.
- (iv) 4 x 100 Relay and Medley Relay (200m, 200m, 400m, 800m) shall be offered.
- (v) Clubs, regardless of location, shall be encouraged to apply to host this competition.
- (vi) Clubs desiring to conduct a Championship meet must contact the J.D. Chairperson and submit the necessary application to the B.C. Athletics office by mid-September and successful application will be selected at the A.G.M. (*Refer to Section 11.3 re: Hosting Grants*)

b) Combined Events Championships

- (i) To encourage athletes to participate in the total "Run, Jump, Throw" program, a defined aim of the J.D. program, B.C.A. shall offer a Combined Event Championships for all age groups. With minor discrepancies based on physical development, these events shall correspond to the Women's Pentathlon.
- (ii) The I.A.A.F. Scoring Table for Women's Track and Field events shall be utilized for girls and boys ages 11-15 inclusive. For 9-10 year old girls and boys, a special pentathlon scoring table shall be used. (*Refer to copies of I.A.A.F. scoring tables are available from the B.C.A. Office*)
- (iii) The pentathlon events for girls 9-15 years of age shall be: 80m hurdles, shot put, high jump, long jump and 800 metres.
- (iv) The pentathlon events for boys 9-15 years of age shall be 80m or 100m hurdles, shot put, long jump, high jump and 800 meters.
- (v) The entry fee for the B.C. J.D. Combined Events Championships shall be set by the J.D. Committee (*Resolution 7 - 1985 AGM*)

7.8 B.C. Summer Games

- a) The B.C. Summer Games is a unique competition in that the Games are not conducted under the auspices of B.C. Athletics. 12 Officials are however supplied by the B.C.A. Officials Committee.
- b) All participants in Games and Zone Trials events must be registered members of B.C.A.
- c) The age group for the Games shall be 14 and 15 years on December 31 in the year of competition. Dthletes shall compete in a combined 14-15 year age group.
- d) The eight Games' Zones hold qualifying meets, approximately 6-8 weeks before the Games. The team composition (total number and ratio of male/female athletes) is set out in the "Rules and Regulations of the B.C. Summer Games".

- e) The events offered at the Games are listed in the "Rules and Regulations of the B.C. Summer Games".
  - f) For copies of the B.C. Summer Games Rules and Regulations, contact your:  
Zone Representative, Zone Co-ordinator, B.C.A. office, Provincial Sport Association Advisor or the Sport Chairman.
- 7.9 J.D. Sanction Application Forms
- a) B.C.A. shall have three types of J.D. Sanction Forms. The initial form to be for inclusive track and field meets, the second form is to be for mini-meets where only a few events will be offered and the third for Cross Country events. (*Refer to Appendices for copy of Form*)
- 7.10 Out of Province J.D. Competitions
- a) In accordance with J.D. philosophy and B.C.A. policy, no J.D. age athlete may be named to a B.C. team, thereby, precluding representation against other provincial or national teams.
  - b) Periodically, individual clubs may elect to enter J.D. athletes outside the province. The meets shall
  - c) be classified in relationship to the location of the province of B.C. Contiguous zone meets adjacent to B.C. (Washington, Idaho, Alberta, Yukon, Northwest Territories and Alaska) - no formal approval by B.C.A. is necessary but the courtesy of informing the Association is recommended. Non-contiguous zone meets held outside B.C. and beyond the areas delineated in contiguous – permission to participate must be obtained. Although denial is unlikely, clubs should obtain permission prior to submitting entry forms. (*To avoid high medical bills, clubs should obtain medical insurance for all members of the travelling delegation.*)
- 7.11 J.D. Meet Results
- a) Clubs that host meets shall publish results. The aim shall be to have results reproduced within one week. With larger meets where one week may be unrealistic for distribution of results, one month should be maximum. The B.C.A. Office shall not be responsible for assembling the results of meets.
  - b) Copies of the results should be forwarded to all competing clubs, the B.C.A. Office, the Top Ten Book compiler and the J.D. Record Reporter.
  - c) Posting of complete results (i.e. heats and finals) shall be required for all sanctioned J.D. meets. (*Resolution 8 - 1985 AGM*)
- 7.12 J.D. Meet Awards
- a) At the B.C.A. J.D. Track and Field, Pentathlon and Cross Country Championships, medals shall be awarded for places first through third for individual and relay events and ribbons shall be awarded from fourth through eighth. The medals shall have the B.C.A. logo on them.
  - b) For invitational meets, alternative awards shall be permitted with the only stipulation being that the top eight performers must be recognized with some award.
- 7.13 Annual J.D. Awards of Excellence
- a) The J.D. Awards of Excellence shall be presented at the banquet connected with the J.D. AGM in October. The J.D. Awards Committee (not less than 5 representatives representing different clubs) shall determine the winners.
  - b) To be eligible for an award an athlete must attend at least three of the specified meets one of which must be a B.C.A. J.D. Championship. Special consideration shall be given in the case of injury or family affliction. Clubs must provide documentation for this to occur. Athletes being nominated for a B.C.A. J.D. Award must have achieved at least one performance in the current B.C. Top 10. This eligibility requirement shall be reviewed annually.
  - c) The aim of these Awards for athletes 9 to 12 years of age shall be to encourage them to be proficient in all three components of athletics - Runs (sprints, distance, cross-country), Jumps and Throws. In each age and sex group three Awards may be presented. If, in the opinion of the J.D. Awards Committee, it is impossible to separate only three winners a fourth Award may be made. Failure of an athlete to compete successfully in any one of the components shall automatically preclude him/her from receiving an Award.
  - d) With the development of the individual and increased specialization, the J.D. Awards for 13,14 and 15 year olds shall be presented in the following areas:
    - (i) Sprints (100m, 200m, 400m, Hurdles)
    - (ii) Distance (800m, 1500m, 3000m Steeplechase, Cross Country)
    - (iii) Jumps (Long, Triple, High, Pole Vault)

- (iv) Throws (Shot Put, Discus, Javelin, Hammer)
  - (v) Combined Events (any combination of Runs, Jumps and Throws)
  - e) The J.D. Awards Committee shall have the following discretionary power: Athletes specializing in 400m and 800m may be assigned to either the Sprint or Distance category but not both. The Junior Development committee shall have the authority (power) to include any athlete who has not been nominated for an award on the awards list if they find that they qualify. (*AGM resolution – Nov '04*)
  - f) Timetable for J.D. Awards of Excellence
    - (i) August 31 - deadline for submission of Application Forms (An Application form is printed in the BCA "Record".
    - (ii) Second week in September - decision on award winners shall be made by the J.D. Committee.
    - (iii) Third/Fourth week in September - award winners clubs shall be notified. Clubs retain the right to waive an award if the recipient is deemed unworthy to receive it.
- 7.14 J.D. Achievement Awards
- a) The J.D. Achievement Awards Program was created to promote Track and Field while encouraging athletes to perform to the best of their abilities. All 9-15 year old J.D. athletes shall be eligible.
  - b) The award shall be in the form of a circular crest created in the B.C. Athletics colours - blue and gold. The perimeter of the crest shall be gold, silver or bronze, corresponding to first, second or third on the standards list. An athlete must meet or surpass the standard for the award applied for in at least three events.
  - c) Application forms and standards for J.D. Awards Program (*Refer to Appendices for Copy of Application Form and list of Standards*)  
Applications should be forwarded as noted on the form. A charge will be levied.
- 7.15 J.D. Statistics
- a) A summary of all J.D. statistics received shall be printed each year in the J.D. Personal Best Book. This publication shall include the All Time Top 10. To ensure an accurate Statistics Annual, meet results must be forwarded punctually to the B.C.A. Office and the J.D. Statistician. Pentathlon and Decathlon results shall be included.
  - b) Coaches attending out of province meets shall be responsible for submitting accurate heat/final results for inclusion in the J.D. Personal Best Book.
  - c) The method adopted by the J.D. Committee for converting times in 1/100 to 1/10 of a second is:
    - 13.79 becomes 13.8
    - 13.80 becomes 13.8
    - 13.81 to 13.89 becomes 13.9
  - d) The B.C. Personal Best Book shall have an amount charges to cover the cost of expenses for printing and compiling and an honorarium for the compiler shall be decided each year.
  - e) Membership with B.C.A. shall be required before an athlete's results will be recorded in the Statistics Annual or entered into the computer.
- 7.16 J.D. Records
- a) J.D. records shall be more a matter of semantics than performance. For ages 9-13, provincial "best performances", not records, shall be maintained. No "record" forms need to be completed or submitted for major in-province meets.
  - b) Coaches of athletes 14 or 15 years of age should be aware of provincial records and national "best performances" for these age groups. Athletes in these age groups establishing new standards should have performances submitted to the B.C.A. Records Chairperson c/o the B.C.A. Office using the appropriate form (*Refer to Appendices for copy of the Form*)
  - c) If a record performance is achieved by a non-B.C.A. registered athlete, IT WILL NOT STAND.
- 7.17 J.D. News and Information Publication  
The "B.C. Athletics RECORD" shall be the Association's news and information publication. Any information that may be of interest (i.e. club profiles, histories, write-ups and photos of meets) would be welcome. All submissions should be sent to the "B.C. Athletics RECORD" c/o the B.C.A. Office.

## **SECTION 8 - MASTERS COMMITTEE**

### **8.1 Philosophy**

- a) The Masters Committee of B.C.A. shall support the objectives of B.C.A. In addition, the Committee shall encourage the participation, enjoyment and camaraderie by all Masters age groups (Men and Women 35+) (Amended - AGM resolution Jan '04) in Track and Field, Cross Country and Road Running at all levels of performance (*Resolution 7.9 - 1989 AGM*)
- 8.2 Responsibilities of the Masters Committee  
The Masters Committee shall:
- Promote masters events and activities.
  - Liaise with B.C.A., the Fixtures Committee and where appropriate the Road Running, Cross Country and Track and Field Divisions.
  - Contribute material relating to Masters in each edition of the "B.C. Athletics RECORD".
  - Encourage the recognition of age rated performances for all events.
  - Co-ordinate Masters Fixtures and encourage Masters only events.
  - Award Championships to bidding members clubs or assume hosting responsibilities.
  - Select Award recipients for B.C.A. Awards.
  - Select Award nominee (one) for the Sport B.C. Annual Master of the Year Award.
  - Submit an annual Masters Committee budget to the B.C.A. Board.
  - Keep, update and publish Masters' record statistics.
  - Meet a minimum of eight times a year.
- 8.3 Responsibilities of the Masters Committee Chairperson  
The Masters Committee Chairperson shall:
- Call one general meeting per year, on the second Wednesday of November.
  - Oversee the reporting of all proceedings to the B.C.A. Board of Directors.
  - Delegate and assign duties and responsibilities as the necessity arises.
  - Chair each monthly meeting (or in the case of absence, pass this responsibility to the Vice Chair).
- 8.4 Masters Membership
- Masters athletes shall be encouraged to register with B.C.A. and the Canadian Masters Athletic Association.
  - There shall be one category for Masters Membership. (*Resolution 14.10.1 - 1994 AGM*)
  - To compete in sanctioned track meets and B.C. and Canadian Championships (Track and Field, Cross Country and Road Running), a Master must be a Member of B.C.A. (*Resolution 14:10.1 - 1994 AGM*)
  - B.C.A. shall aggressively work towards obtaining C.M.A.A. affiliation with Athletics Canada using a fee structure that corresponds to that paid by senior athletes.
- 8.5 Masters Age Groups
- Masters athletes shall compete in 5 year age groups. + (*Amended resolution '04 AGM*)  
Women: 35-39; 40-44; 45-49; 50-54; 55-59; 60-64; 65-69; 70  
Men: 35-39; 40-44; 45-49; 50-54; 55-59; 60-64; 65-69; 70-74; 75-79; 80+
  - In B.C., age shall be determined by the age of the athlete on race day, except in a series of races where the age shall be determined by the age on the last day of the series.
  - When a Masters' category exists in a competition, recognition of performance by Masters athletes by given year age categories, shall be a prerequisite for B.C.A. sanctioning (provided that there are at least 3 competitors entered in each category). (*Resolution 17.5, 1995 AGM*)
- 8.6 Annual Masters Championship Events
- In B.C., the following Provincial Championships shall offer a Master, who makes the standard, a chance to compete on the National Team:  
10km Road Running Championships  
20km Road Running Championships  
Marathon Championships  
Half Marathon Championships (*1991 AGM*)
  - In addition to the Masters Annual B.C. Cross Country Championships, Masters shall have the opportunity to compete in the Canada-U.S.A. Challenge (alternates from West Coast to East Coast - Canada to U.S.A.) and the C.M.A.A. sponsored Canadian Cross Country Championships.
  - Masters may compete in the annual B.C. Masters Track and Field Championships.
- 8.7 Masters Official Hurdle Specifications - Refer to Appendices for list.

- 8.8 Masters Official Throwing Implement Specifications - Refer to Appendices for list.
- 8.9 Masters Recognized Track and Field Events - Masters shall compete in all official Track and Field events.
- 8.10 Masters Results  
 a) Host clubs shall publish results in 5 year age groups whenever possible. If number of entrants does not warrant this, ten year age group results shall be published.
- 8.11 Masters Championship Awards  
 a) At B.C.A. Road Running and Cross Country Championships, B.C.A. Championship medals shall be awarded to the first three Men and Women (regardless of age group) in each event. Age group finishers, first through third place shall be awarded ribbons.  
 b) At BCA Track & Field Championships, medals shall be awarded to the top three finishers in each five year age category. (*Resolution 17.3, 1997 AGM*)
- 8.12 Masters Records and Statistics  
 a) Provincial Masters records shall be put in the computer by the Masters Records Committee and printed.  
 b) Masters shall be encouraged to turn in completed record forms to the Masters Records Committee.  
 c) Records shall be kept for 5 year age groups. (*Resolution 14 - 1985 AGM*)
- 8.13 Masters Annual Awards  
 a) Annual Awards shall be awarded to Masters athletes in the following categories:  
     i. Track & Field – Female and Male  
     ii. Road Running – Female and Male  
     iii. Cross Country – Female and Male  
 b) Awards Criteria (Brd of Dir approved – Dec '05)  
Road Running – The male and female winners will be chosen on the basis of the best 5 age graded performances in sanctioned events. An athlete with one less performance may be eligible for selection if the average age graded performance is more than 5 percentage points better than that of any other athlete.  
Track & Field – The male and female winners will be chosen on the basis of the best 5 age graded performances in sanctioned events. An athlete with one less performance may be eligible for selection if the average age graded performance is more than 5 percentage points better than that of any other athlete.  
Cross Country – The male and female winners will be chosen on the basis of the best age graded performance at the BC Championships and participate in two other sanctioned cross country events. Results for the Canadian Championships may also be used in addition to the BC results at the discretion of the awards committee.  
Sport BC – The male or female candidate will be chosen on the basis of the best 3 age graded performances.

## **SECTION 9 - ANNUAL GENERAL MEETING**

- 9.1 Refer to by-laws Part 3, 4 and 5.

## **SECTION 10 - AWARDS**

- 10.1 B.C.A. Athlete of the Year Awards  
 a) B.C. Athletics annually present Athlete of the Year Awards at the Annual Awards Banquet.  
 b) The B.C.A. Athlete of the Year Awards shall be presented in the following categories:
- |                                       |                              |
|---------------------------------------|------------------------------|
| Track & Field (includes Race Walking) |                              |
| Juvenile Male, Juvenile Female        | Junior Male, Junior Female   |
| Senior Male, Senior Female            | Masters Male, Masters Female |
| Road Running:                         |                              |
| Junior Male, Junior Female            | Senior Male, Senior Female   |
| Masters Male, Masters Female          |                              |
| Cross Country (Running):              |                              |
| Juvenile Male, Juvenile Female        | Junior Male, Junior Female   |
| Senior Male, Senior Female            | Masters Male, Masters Female |
| * Outstanding Female Athlete          | * Outstanding Male Athlete   |

(\* The Outstanding Male and Outstanding Female shall be selected from among the winners in the individual categories.)

- c) All nominees must be B.C.A. Competitive (Athlete) Members. Nominations may be submitted by any B.C.A. member - club or individual. The B.C.A. Awards Committee shall examine the nominees and select finalists in each category. B.C.A. members clubs shall then be asked to vote for one athlete in each of the categories on the basis of the following criteria:
  - . Competitive dominance generally (especially in one's category)
  - . Competitiveness in major meets
  - . High performance level
  - . Consistency of performance
  - . Extended participation in program.
- 10.2 Coach of the Year, Official of the Year and Administrator of the Year Awards
  - a) B.C.A. shall also present a Coach of the Year, an Official of the Year and an Administrator of the Year Awards at its Annual Awards Banquet.
  - b) Nominations for these Awards can be made by any B.C.A. member - club or individual.
- 10.3 J.D. Awards of Excellence - Refer to 7.12
- 10.4 Harry Jerome Scholarship

A Harry Jerome Scholarship Committee consisting of a Chairperson plus a minimum of two members appointed by the Board shall carry out the selection of the annual Harry Jerome Scholarship recipient(s) based on established criteria.
- 10.5 B.C.A. Hall of Fame
  - a) Inductees into the B.C.A. Hall of Fame are determined by the Heritage Committee.
  - b) Selection Criteria
- 10.6 B.C. Sports Hall of Fame

B.C.A. nominations to the B.C. Sports Hall of Fame are approved by the Board of Directors on recommendation from the Heritage Committee.

## **SECTION 11 - B.C. CHAMPIONSHIPS**

- 11.1 Bids
  - a) B.C.A. Championships shall be put out to bids annually to host by member clubs of B.C.A. Only B.C.A. member clubs shall be eligible to bid for and to be selected to host a B.C.A. Championship.
- 11.2 Letter of Agreement
  - a) Clubs hosting a B.C.A. Championship shall sign a Letter of Agreement agreeing to abide by the Rules and Policies of the I.A.A.F., Athletics Canada and B.C. Athletics in hosting the Championship.
- 11.3 Hosting Grants
  - a) B.C.A. shall present the host clubs of B.C.A. Championships with a hosting grant based upon the following percentage distribution of the annual B.C. Championships Hosting Budget:
    - Cross Country - 10% of the available funds
      - 50% J.D. Championships
      - 50% Juvenile, Junior, Senior and Masters Championships
    - Road Running - 35% of the available funds
      - 15% 10km Championship
      - 15% 20km Championship
      - 15% Half Marathon
      - 30% Marathon Championships
      - 25% Road Relay Championships
    - Track and Field - 55% of available funds
      - 25% J.D. Championships
      - 5% J.D. Combined Events Championship
      - 15% Juvenile Championships
      - 15% Junior Championships
      - 25% Senior Championships
      - 10% Masters Championships
      - 5% Combined Events Championships (Juvenile to Masters)

- 11.4 Awards
- a) Awards for all B.C.A. Championships shall be supplied by B.C.A. Awards shall take the form of 1st to 3rd place medals. These Awards shall be presented free of charge to the hosts of all Track and Field events in exchange for 25% of the gross entry fees being paid to B.C.A. For Cross Country and Road Running Championships, the medals shall be purchased by the host club from B.C.A.
  - b) BC Athletics Cross Country Championships: That BC Athletics School Club Members and School Day of Event members are eligible for BC Athletics Cross Country Championship Awards
- 11.5 Travel Program - Refer to Operating Policies, Procedures, Rules and Regulations Section 32
- 11.6 Entry Fees – Refer to the Appendices for the Entry Fee Schedule for BC Athletics Championships
- 11.7 Eligibility to Compete in BC Athletics Championships:
- a) Meet the membership and eligibility requirements for entry (Refer to appendices for the current membership types and eligibility)
  - b) BC Cross Country Championships: BC Athletic School Club Members and School Day of Event Members are eligible to compete in the Championships and are eligible for Championship Awards (see 11.4 b)
- 11.8 Regional Track and Field Championships: That Regional Track & Field Championships as part of the BC Athletics Championship Structure. (Starting in 2005) (2005 AGM resolution)

## **SECTION 12 - COACHING DEVELOPMENT**

- 12.1 Responsible for the management and delivery of Coaching Development Programs.
- 12.2 Development of a committee for coach development with representation from event & age groups.
- 12.3 Responsible to the Board of Directors.
- 12.4 Meet at least twice per year for the planning of coaching programs.
- 12.5 Liaise and link with the Athletics Canada Coach Development Programs.

## **SECTION 13 - COMMUNICATION - B.C. ATHLETICS RECORD – *To be Revised to reflect the dropping of the BC Athletics Record (newspaper) and replacing it with the Weekly BC Athletics Electronic Bulletin.***

- 13.1 Editorial Board
- a) The Editorial Board shall consist of:
    - . A B.C.A. Board member who shall act as a liaison between the Editorial Board and the Board of Directors.
    - . Six members representative of the majority of the Association's regular readers, selected from the following categories: Cross Country, Road Running, Track & Field, Masters, Junior Development, Coaching Development. The B.C.A. President/CEO
- 13.2 Editorial Board - Terms of Reference
- The Editorial Board shall
- a) Develop an Editorial Policy that reflects and is consistent with the purposes of B.C.A.
  - b) Act in an advisory capacity to the Editor of the "B.C. Athletics RECORD" on matters concerning regular publication.
  - c) Submit a written report to the B.C.A. AGM.
  - d) Meet twice a year.
- 13.3 Editor
- a) An Editor shall be hired on a half-time basis by B.C.A. for the "B.C. Athletics RECORD".
  - b) The Editor shall be responsible for:
    - (i) the overall content of each of the issues of the RECORD, for the preparation (lay out) of each issue, ensuring proper printing in a timely and efficient manner, and for the distribution of each issue.
    - (ii) developing and implementing an advertising policy with the aim of gaining revenues to ensure the publication of a credible, relevant, and timely "B.C. Athletics RECORD".
- 13.4 Content and Distribution
- a) The first two issues of the "B.C. Athletics RECORD" in any calendar year shall be issued to all members registered in the previous year, after that only to the members holding a current registration card for that year.

- b) The Editorial Board and Editor recognize the "RECORD" to be the official publication of B.C.A. and shall publish and communicate the concerns, interests, and objectives of B.C.A. and its members. The publication should:
  - (i) Be a useful, reliable record of B.C.A. activities, developments and achievements.
  - (ii) Promote Association's image.
  - (iii) Promote the viability of B.C.A. by strengthening the unity of members and the various sectors of B.C.A. through their mutual awareness and understanding.
- c) The RECORD shall be distributed by mail to all B.C.A. members.
- b) Copies of the "RECORD" shall be sent by first class mail to the Editorial Board members as soon as possible following publication.
- c) A complimentary mailing list shall be developed and copies of the "RECORD" be distributed free of charge to those on the list to keep them informed and up to date on Athletics developments.
- e) B.C.A. members should be encouraged by all means possible to submit unsolicited articles for the RECORD.
- g) Honoraria for solicited contributions should be offered to members. In certain instances, an honorarium may also be paid for an unsolicited contribution: The honoraria does not apply for Letter to the Editor, results from meets or any service contribution. The amount of the honorarium to be determined by the Editorial Board (i.e. should be between \$15 and \$25).
- h) All letters to the Editor and other letters directed to B.C.A. and deemed to be relevant to the membership as a whole should be published.
- i) Commercial products described in news releases should not be included in the RECORD as "news" items.
- j) Publication Schedule

<u>Issue</u>	<u>Deadline</u>	<u>Mailing</u>
Spring	February 12	March 1
Summer	May 12	June 1
Fall	August 12	September 1
Winter	November 12	December 1

13.5 Advertising

- a) B.C.A. shall solicit and publish, display and semi-display advertising providing that space for editorial content is not compromised. A maximum number of pages for advertising purposes shall be determined by the Editorial Board (i.e. 25%)

13.6 Purpose

The purpose of the "B.C. Athletics RECORD" shall be to:

- a) Promote the understanding of the Association's objectives.
- b) Keep members and others aware of the Association's affairs and policies.
- c) Recognize the achievements of individual athletes in the province and encourage membership contributions to the publication in the form of articles, opinions, letters, etc.
- d) Provide members with general information about Athletics in B.C.
- e) Advise members of trends and issues in Athletics in other parts of the world and the implications for Athletics in B.C.

13.7 "B.C. Athletics RECORD" Budget

- a) The "RECORD" budget shall be reviewed annually to ensure that it is adequate to meet the objectives of the Association by providing a quality publications. At minimum, the budget should provide adequate funds for:
  - (i) Publication of six 12 page tabloid issues annually
  - (ii) Honorariums for some significant contributions.

**SECTION 14 - ATHLETICS CANADA**

- 14.1 A member of B.C.A. shall be appointed by the Board to represent B.C.A. at Athletics Canada General Meetings.

**SECTION 15 - DISCIPLINE**

- 15.1 Shall be under the direction of the Chair of the Board of Directors.
- 15.2 Shall be constituted at the call of the Chair (up to three individuals in addition to the Chair).

- 15.3 Called to hear and investigate actions contrary to the Constitution, Bylaws, Rules and Regulations of B.C. Athletics, Athletics Canada and I.A.A.F.
- 15.4 Responsible to the Executive and the Board of Directors of B.C. Athletics

#### **SECTION 16 - FACILITIES AND EQUIPMENT**

- 16.1 BCA photo-timing equipment to be supplied on a rental basis with a rental fee sufficient to provide at least \$50 per day for the equipment fund. This charge would be in addition to the sanction fee. *(Resolution 17.2, 1995 AGM)*
- 16.2 BCA equipment, except for photo-timing equipment, is not available for rental but is for the use of BCA officials at sanctioned competitions. *(Resolution 17.2, 1995 AGM)*
- 16.3 All expendable and non-reusable resources, such as starting blanks and photo-finishing film used in a meet/race will be paid for by the meet/race organizers. *(Resolution 17.2, 1995 AGM)*
- 16.4 Sanction fees to be sufficient to provide part of the necessary funds to cover costs for equipment wear, repair and replacement. *(Resolution 17.2, 1995 AGM)*

#### **SECTION 17 - FINANCE**

- 17.1 Per Diem - The rate for travel shall be 21¢ per km. Financial assistance for B.C.A. member meals while in the service of the Association shall be limited to \$30 per day. (Breakfast \$7.50, Lunch \$7.50 and Dinner \$15.00) Receipts for meals shall be required prior to reimbursement. *(Resolution 7.5 – 1989 AGM)*
- 17.2 Travel Support for Athletes Selected to B.C.A. Teams - B.C.A. shall fund 100% of the travel costs for athletes selected to represent B.C.A. at out of the province competitions. However, a team member fee for the fiscal year April 1 to March for an in province team and for an out of province team shall be charged each athlete named to a B.C.A. team. *(See appendix for the current BC Team Fee Schedule and Selection/Funding Policies)*
- a) B.C.A. shall recognize for out of province travel funding four streams of athletes eligible for support: Cross Country, Combined Events, Road Running and Track and Field. Within each stream, the following events shall be recognized for funding:
- (i) Cross Country - Canadian Championships
  - (ii) Combined Events - Canadian Individual Championships
  - (iii) Road Running - Canadian Marathon Championships and Canadian 10km Championships
  - (iv) Track and Field - Canadian Senior Indoor and Outdoor Championships, Canadian Junior Outdoor Championships and Canadian Legion Championships.
- b) B.C.A. shall give equal priority consideration for funding to the team size limits indicated to the following events:
- (i) Either Canadian Individual or Interregional Team Cross Country Championships - 25 mbrs
  - (ii) Either Canadian Individual or Interregional Team Combined Events Championships 12 members
  - (iii) Either Canadian Marathon or 10km Championships - 13
  - (iv) Canadian Senior Outdoor Championships - 45 members
  - (v) Canadian Junior Outdoor Championships - 30 members
- c) Should further funds be available, priority should be given to the following events to the team size limits indicated:
- (i) Canadian Senior Indoor Championships - 20 members
  - (ii) Western Canadian Junior Indoor Championships - 18 members
- d) Day of Event Membership Revenue Reporting:  
That the total amount of DOE fees collected, cash amount returned to BCA, amount retained by the organizing committee, as well as value-in-kind benefits (to be defined by the auditors), be documented and entered into the annual financial statement of BCA.

#### **SECTION 18 - FIXTURES**

- 18.1 B.C.A. shall print in its Fixtures Calendar as complete a list as possible of Cross Country, Road Running, Track and Field and special events, regardless of whether these events are hosted by B.C. Athletics Members Clubs or non-member clubs and organizations. B.C.A. and B.C.A. member club hosted, approved, sanctioned or accredited events shall be highlighted in some way. *(Resolution 16 – 1985 AGM)*

- 18.1 a BC Athletics Calendar of Events listing fees:
  - Club sanctioned events – no fee
  - Sanctioned non member club events - \$10
  - Non sanctioned non member club events - \$20
  - The values and benefits associated with each fee are to be initiated with the online Calendar of Events listing.
- 18.1 b Through BC Athletics advertising and otherwise promotion of running events, in the Calendar of Events” and elsewhere, must give priority support for those events that are sanctioned by BC Athletics.
- 18.1 c BC Athletics shall charge an additional advertising fee to all non-sanctioned events.
- 18.2 All competitions organized/hosted/sponsored by B.C.A. Member Clubs must be sanctioned competitions. (*Resolution 15.5 - 1987 AGM*) (*Also see Section 24 – 24.2 Club Memberships*)
- 18.3 Fixtures Scheduling
  - 18.3.1 Fixtures for all Athletics events are requested:
    - a) at the time of issuing the sanction and the distribution of the Race/Meet Director’s package;
    - b) by an annual call for fixtures in August of each year; an
    - c) always through the BC Athletics website on the Calendar of Events page.
  - 18.3.2 Fixtures are assembled from October through to December of each year.
  - 18.3.3 Conflicts of dates are reviewed using the following criteria:
    - a) Traditional dates for Meets/Races are respected and considered against items (b) thru (e) below;
    - b) Meets/Races of the same type planned for the same day;
    - c) Meets/Races of the same type planned for the same community and/or region;
    - d) Meets/Races that are looking to attract the same constituent group - i.e. Age group, Road Runners; Track & Field athletes; etc.; and
    - e) Meets/Races that conflict with Major Fixtures - i.e. BC/Canadian Championships; International Meet/Race; Provincial/National/International Games; and other similar type events.
  - 18.3.4 If in reviewing the fixtures (done by BC Athletics staff with some reference to appropriate committees), there is thought to be a conflict, then the following steps are follows:
    - a) The BC Athletics staff contact the parties involved and point out the areas where a conflict is seen to exist. The conflict is determined by reviewing the dates using the criteria (a) through (e)
    - b) The parties (fixtures owners) are asked to communicate with each other; resolve the conflict by i) or ii) below; and communicate in writing to the appropriate BC Athletics staff the agreement reached.
      - i) moving the event or events; or
      - ii) agreeing to live with the conflict
    - c) Should the conflict not be resolved by the parties involved then the matter will be referred by staff to the appropriate BC Athletics Committee for review and recommendation. Their decision shall be final.

**SECTION 19 - FUND RAISING** - Refer to Marketing (Section 23)

**SECTION 20 - HERITAGE**

- 20.1 Philosophy
  - a) To record the past as accurately as possible.
  - b) To ensure the present is available for the future.
  - c) To face the future with high expectations.
  - d) To ensure that the Association's contribution to Canadian culture and multi-racial understanding will have a positive effect on future athletes, and their efforts to continue the tradition.
- 20.2 Periods
  - a) Prior to 1900
  - b) 1900 to 1914
  - c) 1915 to 1918 (WW I, include overseas)
  - d) 1919 to 1939 (First "Empire" Games, Hamilton 1930)
  - f) 1946 to 1954 (Vancouver Empire Games)
  - g) 1955 to 1967 (Pan Am Games, Winnipeg)
  - h) 1968 to 1978 (Olympic and Commonwealth Games)

- e) 1940 to 1945 (WW II, include overseas and services)
- i) 1979 to 1989
- j) 1990 to 2000

20.3 Types of Collections

- a) Programs - relevant to periods selected.
- b) Records and Statistics - annually in the modern era, using Divisions within Branch.
- c) Cuttings - as available from libraries, Hall of Fame and personal collections.
- d) Photographs - those suitable for displays, those for printed records and those for archives to be separated into periods being used.
- e) Slides - in the modern era - consider a video tape with narrative for promotion.
- f) Interviews and tapes - projects to be promoted by special grants, scholarships and sponsors. School and student activity to be encouraged.
- g) Video Collection - of current and future meets and where possible, collections from T.V. stations.
- h) Trivia - such as blazers, running shoes, badges, etc.
- i) Alumni - all above associated with a record of alumni (and where appropriate, kith and kin) – including athletes, coaches, administrators, officials.

20.4 Inventory Catalogue

All of the above should be recorded in an appropriate inventory catalogue; and if possible, be retrievable by computer.

20.5 Physical Location

The Committee should undertake a short term and long term exploration of the various types of storage required as a top priority. It must be provided (or promised) before assembling the material requested and collected.

- a) Live Storage can involve material as follows:
  - (i) Mounted for permanent display
  - (ii) Mounted for major exhibitions (mobile)
  - (iii) Suitable for lectures, marketing events and publications.
- b) Dead Storage which involves a depository such as:
  - (i) Sports Hall of Fame Archives
  - (ii) University or College
  - (iii) Collaboration with other sports or sponsors.

20.6 Revenue

- a) The material collected may be used in many revenue generating ways:
  - (i) Public Relations
  - (ii) Sponsorship
  - (iii) Publications for re-sale
  - (iv) Marketing
- b) To assist in developing these revenue sources a series of projects should be planned by means of:
  - (i) Scholarships
  - (ii) Student projects
  - (iii) Competitions associated with major events.
- c) A budget should be prepared annually.

20.7 Liaison

- a) The following bodies and sources of information should be used by the Committee:
  - (i) B.C. Sports Hall of Fame
  - (ii) Athletic Canada
  - (iii) Sports Canada
  - (iv) Journalistic Archives
  - (v) Amateur Athletics Union of Canada Archives
- b) Other B.C.A. Committees to become involved as deemed appropriate.

20.8 Committee Structure

- a) The Chairperson shall appoint a Committee. At least two other people to serve as a continuing executive and others to gather information and cover specific projects.
- b) The ultimate shall be to base the Committee at the B.C. Sports Hall of Fame under the supervision

- of a paid curator/manager and volunteer staff.
- c) The chief staff member of B.C.A. shall be the supervising manager for the paid staff when appointed. Volunteers shall report to the elected Chairperson.

20.9 Reports

An annual report shall be prepared giving the status of all items mentioned in Section above.

**SECTION 21 - INSURANCE**

- 21.1 B.C. Athletics shall provide for liability insurance for all members and sanctioned events (to include all those that are associated with these events). Coverage levels shall be adjusted from time to time as deemed necessary.
- 21.2 B.C. Athletics shall provide for Sport Injury and Accident Insurance for all annual qualifying individual members.

**SECTION 22 - MANAGERS**

- 22.1 A responsibility of the B.C. Athletics Managers Committee.
- 22.2 Provision of Managers for B.C. teams and other programs requiring team management.
- 22.3 Responsible for the identification and training of individuals leading to club, zone, provincial and National team roles as Team Managers.

**SECTION 23 - MARKETING**

- 23.1 Staff and the B.C. Athletics Marketing Advisory Group shall provide through the Business and Strategy Plans, the direction for B.C. Athletics marketing initiatives.
- 23.2 (Reference President/CEO job description for marketing responsibilities.)

**SECTION 24 - B.C.A. MEMBERSHIPS AND MEMBERSHIP FEES**

Refer to the Appendices and B.C.A. Application Form for full information on Membership Categories and Fees.

24.1 Membership Forms

Membership forms (new and renewal) shall be printed by B.C.A. and made available to members and Member clubs. (*Resolution 10 - 1988 AGM*) (Refer to Appendices for copy of Membership Form.)

24.2 Club Memberships

- a) The Club Membership period shall be January 1 to March 31 of the following year. (*Resolution 12, 1984 AGM*)
- b) There shall be special School Club and School District Memberships.
- c) Clubs wishing to maintain membership as a club within BC Athletics must register all competitive and recreational athletic members/athlete and non-athlete members (as defined by BC Athletics) as members of BC Athletics. (*Resolution 15.1 - 1987 AGM*)
- d) Clubs wishing to maintain membership as a club within BC Athletics must register all club directors (at a minimum of Associate Member) as members of BC Athletics. (*Resolution 15.2 – 1987 AGM*)
- e) Clubs wishing to maintain membership as a club within BC Athletics must register all Technical Official Members (Grades 3 to 5 as defined by BC Athletics) as members of BC Athletics. (*Resolution 15.3 - 1987 AGM*)
- f) Clubs wishing to maintain membership as a club within BC Athletics must register all Coaches as (Coach) members of BC Athletics. (*Resolution 15.4 - 1987 AGM*)
- g) All competitions organized/hosted/sponsored by BC Athletics Member Clubs must be sanctioned competitions. (*Resolution 15.5 – 1987 AGM*)

24.3 Club Membership Types

- a) Full Club Member – all rights, benefits and privileges as provided for under the Constitution, By-laws, Policies, Rules and Regulations.
- b) Athletics Post Secondary School Affiliate Club Membership:
1. That the purposes of the Athletics Post Secondary Affiliate Club shall include:
    - The training of athletes;
    - The hosting of competitions, camps and workshops;
    - Competition in College/University and Athletics Association sanctioned competitions.

- The promotion and development of the sport of Athletics.
2. The Athletics Post Secondary Affiliate Club Membership category requires:
- All individual members of the Athletics Post Secondary Affiliate Club to have current and appropriate membership with:
    1. BC Athletics; or
    2. Other Provincial/Territorial or National Athletics Federations (as per BC Athletics, Athletics Canada and IAAF Rules).
- c) Athletics Affiliate Club (Society/Organization) Membership:
1. That the purposes of the Athletics Affiliate Club Shall be limited to:
    - The hosting of competitions in Athletics; and / or:
    - The promotion of and support in the development of Athletics.
  2. The Athletics Affiliated Club Membership Category Requires all Individual Members of the Athletics Affiliate Club to:
    - Have current and appropriate membership with:
      1. BC Athletics
- d) The annual membership fee for an Athletics Affiliate Club or Society be: \$100.00
- e) The application for Athletics Affiliate Club or Society Membership be accompanied by:
- A description of its mandate in Athletics in BC or a Region of BC.
- f) Voting: The Athletics Affiliate Club (Post Secondary and Society) have 1 vote at General Meetings and Special General Meetings of BC Athletics.

#### 24.4 Individual Memberships

- a) To receive any or all communications and/or to participate in any programs of B.C.A., individuals must be current members of B.C.A. (Resolution 3 - 1983 AGM)
- b) There shall be:
  - Athlete Members – (Junior Development; Juvenile; Junior; Senior; Adult Recreation Runner; Master; BC Games; and Day of Event Members); and
  - Non-Athlete Members – (Associate; Coach; Official; Training/Social Affiliate; Track Rascal)
- c) B.C.A. shall issue complimentary memberships to British Columbia's nationally carded athletes. (06-11- 83)
- d) A limited privilege membership shall be made available to J.D. athletes training with BCA Track & Field clubs for the B.C. Summer Games. The intent of this membership is to accommodate training only with B.C. Athletics member clubs and the providing of liability, accident and sport injury insurance coverage for the athlete. The duration of the membership is from the time of selection to their zone B.C. Summer Games team to the conclusion of the B.C. Summer Games. This membership type is valid for the B.C. Summer Games competition. Cost of the membership is \$10. (*Resolution #17.1, 1997 AGM*)

#### 24.5 1st and 2nd Claim Club Rule

- a) The 1st and 2nd Claim Rule shall be as follows: A 1st claim club may give permission to any runner to run 2nd claim. However, no 2nd claim runner can displace any 1st claim runner(s) on any team. (*Resolution 7 - 1983 AGM*)
- b) An athlete who wishes to transfer clubs or change 1st or 2nd claim club affiliation within a current year must have the written approval of all club presidents involved. (*Resolution 15.6 - 1987 AGM*)
- c) If an athlete wishes to change clubs within the current year but does not get the written approval of the club presidents involved, that athlete may compete unattached for the remainder of that year. (*Resolution 10 – 1988 AGM*)
- d) Any decision rendered under 24.4 (b) or 24.4 (c) may be appealed to the B.C.A. Board of Directors.

#### 24.6 Membership Fees

- a) Any changes to B.C.A. Membership Fees (Club or Individual), are determined by resolution at the AGM and take effect the following membership year.
- b) The BC Athletics Board of Directors shall be permitted to review and if necessary adjust the Day of Event Membership Fee. (AGM 2003)

### **SECTION 25 - OFFICIALS**

- 25.1 All officials who wish to be graded track and field officials, as per the N.O.C. level grade system, shall be members of B.C.A. (*Resolution 7.3 - 1989 AGM*)
- 25.2 The B.C.A. Officials Committee shall recognize three categories of Track and Field Meets:
- Type A – Major meets as defined by the Board and B.C.A./Athletics Canada ruled and designated in advance and no later than the annual fixtures meeting. (*amended Nov '03*)
  - Type B - Provincial Championships and selection trials meets.
  - Type C - Local club sanctioned meets (*amended Nov '03*)
- It is the responsibility of the meet organizers to supply officials and, upon request, the BCA Officials Committee will supply officials based on the minimum standards as outlined. (See appendix for the recommended number and minimum standards for Officials at a BC Athletics Sanctioned Event)*
- In practice it is recommend that, in the event of conflicting schedules, the higher level events (see A, B, C above) take precedent for supply of available officials with A being the highest level and C the lowest.*
- 25.3 All BCA affiliated clubs are to designate an officials co-ordinator for all sanctioned meets/races. The duties of the officials co-ordinator would be to:
- liaise with and assist BCA officials' allocators in organizing officials to work at sanctioned meets/races;
  - promote athletics officiating within the club membership;
  - act as the officials manager for club meets/races. (*Resolution 17.3, 1995 AGM*)

25.4 Officials Expenses at Athletics Events

General Policy

BC Athletics officials who are members in good standing are eligible to be reimbursed for authorized out-of-pocket expenses.

Local Events

An official assigned to an event in his/her own local area may be reimbursed for automobile mileage, provided that he has worked at least 4 hours at the event. Other expenses which may also be reimbursed: Parking, Expendables, i.e. marking tape, shells, plasticine

Procedures:

The Regional (local) coordinator, working with an event officials' manager will assign officials, and keep a record. Officials may apply for reimbursement, attaching a photocopy of the meet record card, and any receipts, to the expense form indicating:

- Date and name of the meet
- Mileage for the specific meet
- Expendables for the specific meet

Officials are requested to "car-pool" whenever possible. Expense forms and attachments are to be sent to the BC Athletics office for approval (by the Branch Officials Chair)

Assignments outside the local area

An official assigned to work at an event requiring travel outside their local area may be reimbursed for:

- Travel
- Accommodation
- Parking
- Meals, when not provided at the venue
- Expendables

In some cases these expenses will be covered by the Event itself. In other cases they will be reimbursed through the BC Athletics Office (see Cost Recovery policy)

Procedures

The Branch Assignments Director and the event Officials Manager will reach agreement on responsibility or the individual items, and the numbers of "outside" officials required. Assigned officials will be informed as to authorized expenses payable by BC Athletics. Procedures for claiming reimbursement are the same as above (see "Local Events"). Receipts are not required for meals (maximum up to \$30) per day, when authorized by the Branch Assignments Director.

## 25.5 Cost Recovery for Officials Expenses at Athletics Events

### General Policy

Responsibility for support of officiating is shared between BC Athletics and the individual event Host. The portion covered by BC Athletics is determined by the nature and level of the specific event. Event hosts are expected to provide assigned officials with a meal for every 4 hours of work, and hot or cold beverages as required.

### Championship level events

Championship level events require the highest level of support from BC Athletics. In all meets with a championship component (National or Provincial), Officials' authorized in-Province travel expenses will be covered by the BC Athletics Officials Committee's budget. All other authorized expenses will be the responsibility of the Host Organizing Committee

### Non-Championship level events

In the case of local (Club) meets, or meets without a Provincial or National Championship component, responsibility for authorized expenses will be assigned according to the formula below. Meets at this level are generally serviced by local officials. As a consequence, the expenses are generally limited to local mileage. The provision of accommodation is unusual.

- Accommodation: 100% covered by the host
- Meals 100% covered by the host
- Travel 50% covered by the host
- Expendables 100% covered by the host

## **SECTION 26 - PLANNING**

### 26.1 Principles

- a) A four year cycle should be followed.
- b) The Athletics Canada Plan(s) should be compatible.
- c) All Divisions of B.C.A. must be considered and involved in the process.
- d) The plan should be reviewed and evaluated annually; and adjusted as required to achieve the goal.
- d) The plan, its review and evaluation should be presented annually at the AGM of B.C.A. - in writing.
- f) The continuous process must involve an authorized and approved committee accountable to the B.C.A. Board of Directors.
- g) The implementation of the plan, once approved for the year at the AGM, must be part of the condition of membership of individual and group members.

### 26.2 The Planning Process

- a) The plan will be developed in the following phases:
  - . The Reconnaissance
  - . The Appreciation
  - . Courses Open
  - . Outline Plan
  - . Development of Detailed Plan
  - . Projects to Implement Detailed Plan
- b) Each four year plan will have: Goal Statement
- c) The Goal Statement will be supported by annual: Mission Statement
- d) The Mission Statement will be supported by specific projects each with an: Objective

### 26.3 Definitions of Phases

- a) Reconnaissance: this phase consists of exploring all the possible resources, likely problem areas, and any item which could influence the goal of the plan.
- b) The Appreciation of the Situation: follows the Reconnaissance and is often part of a continuous process. It considers all the relevant factors and comes to a conclusion on each factor by asking the questions "So What" or "Therefore."
- c) Courses Open: follow from the conclusions arrived at from the consideration of the factors.

There may be only one course left or up to three courses open. Each course must have considered the advantages and disadvantages of each course.

- d) Outline Plan: follows logically from the selected course. It should always restate the objective, Mission or Goal required, who will carry out the plan, timings, co-ordination and control required and who has responsibility and authority.
  - e) Development of Detailed Plan: will elaborate the Outline Plan. It will require complete documentation, job descriptions, budget and the ability to be constantly monitored and managed. Use of Network Analysis and Arrow Diagramming (Computer Program) may be an essential part of the Detailed Plan which is required before authorization to proceed is given.
  - f) Projects: there may be many individual projects in the total Detailed Plan. They must all be co-ordinated and controlled.
- 26.4 A Mission Statement:
- a) For the immediate year must reflect the Goal Statement and might be different for each B.C.A. Division contributing to the Four Year Plan.
  - b) It may be designed to reflect numbers and types of competitions, or fund raising, or development of general membership.
- 26.5 A Goal Statement:
- a) The four year plan may be a scaled down version of the Athletics Canada four year plan.
  - b) It may be a single goal to "achieve as many positions on the Canadian Team at the next Olympics as possible.
- 26.6 The Objective
- a) Is the heart of the total plan. A series of objectives for each project can be developed.
  - b) The Objective must be:
    - (i) Simple - not double-barrelled.
    - (ii) Give an indication of who or whom will carry out the task.
    - (iii) Relate to a specific time line for completion.
    - (iv) Must be capable of evaluation as to its achievement.
- 26.7 The Divisions of B.C.A. involved in the Plan
- a) General - the Constitution, By Laws and Operating Manual describe the groups, units and sections which become the component parts of the plan.
  - b) The Divisions are:
    - (i) Junior Development
    - (ii) Masters
    - (iii) Road Running
    - (iv) Track & Field and Race Walking
    - (v) Cross Country
    - (vi) The High Performance Centre(s) and Sub Unit(s)
    - (vii) The Elite Program
- 26.8 Each Division will be responsible for:
- a) Providing its own Divisional Plan to be co-ordinated within the Provincial Plan.
  - b) Providing a permanent committee member to the Provincial (B.C.A.) Planning Committee.
- 26.9 Each Divisional Plan will have mandatory components to cover the following major headings:
- a) Organizations
  - b) Membership/Registration
  - c) Awards and Recognition
  - d) Coaching and Development
  - e) Facilities and Equipment/Courses
  - f) Finance and Fund Raising/Budget
  - g) Fixtures and Sanctions Required/Accreditation
  - h) Heritage/Records/Statistics
  - i) Marketing/Public Relations/Editorial Board
  - j) Officials Specific to the Division
  - k) Planning
  - l) Selection
- 26.10 Junior Development (J.D.)

- a) In particular the J.D. Plan will stress:
  - (i) The preparation of the Budget and the order of priority of items within the budget,
  - (ii) The degree to which "self-help" and fund raising will take place within the current cycle of the plan.
  - (iii) Requests if any for B.C.A. funding support with supporting documentation.
  - (iv) Liaison with B.C. Summer Games Committee
  - (v) Liaison with elementary and other public and private schools.
  - (vi) Liaison with B.C.A. Officials Committee
  - (vii) Liaison with B.C.A. Administration and degree of support required (with sufficient detail to permit estimates of cost.)

26.11 Masters Division

- a) In particular the Masters Division Plan will stress:
  - (i) The preparation of the Budget and the order of priority of items within the budget.
  - (ii) The degree to which "self-help" and fund raising will take place within the current cycle of the plan.
  - (iii) Requests if any for B.C.A. funding support with supporting documentation.
  - (iv) Liaison required for year under review with International, National and B.C.A. sections and groups.

26.12 Road Running Division

- a) In particular the Road Racing Division Plan will stress:
  - (i) The preparation of the Budget and the order of priority of items within the Budget.
  - (ii) The degree to which "self-help" and fund raising will take place within the current cycle of the plan.
  - (iii) Requests if any for B.C.A. funding support with supporting documentation.
  - (iv) Liaison with the designated Areas/Regions in British Columbia.
  - (v) Liaison required for each year under review with International, National and B.C.A. Sections and Groups.

26.13 Track & Field and Race Walking

- a) In particular the Track & Field and Walking Plan will stress:
  - (i) The preparation of the Budget and the order of priority of items within the Budget.
  - (ii) The degree to which "self-help" and fund raising will take place within the current cycle of the plan.
  - (iii) Requests if any for B.C.A. funding support with supporting documentations.
  - (iv) Regional Liaison.

26.14 Cross Country Division

- a) In particular the Cross Country Division Plan will stress:
  - (i) The preparation of the Budget and the order of priority of items within the Budget.
  - (ii) The degree to which "self-help" and fund raising will take place within the current cycle of the plan.
  - (iii) Requests if any for B.C.A. funding support with supporting documentation.
  - (iv) Selection of specific sources for sanctioned competitions and their certification.
  - (v) Liaison with Schools, J.D. and Masters Competitions.
  - (vi) Liaison with the designated Areas/Regions in British Columbia.

26.15 The High Performance Centre(s) and Sub Unit(s)

- a) In particular the High Performance Centre(s) and Sub Unit(s) will stress:
  - (i) Organization and staffing with costs.
  - (ii) Support obtained from various funding sources; and self support/marketing ventures.
  - (iii) Clinics, coaching camps and attendance at International and National Meets with all relevant costs itemized.
  - (iv) Facilities for training and competition available, indoor/outdoor.
  - (v) Auxiliary support required, personnel, equipment, visiting "experts" and such as "resident" therapists.

26.16 The Elite Program

- a) In particular the "Elite Program" will stress:
  - (i) The current and proposed rules and procedures selecting and grading athletes.
  - (ii) Projected and actual allocation of funds for the past year(s).

- (iii) Notable successes by individuals.
- (iv) Clinics and coaching sessions given by elite athletes, locations and attendance.
- (v) Marketing and self-funding projects including anticipated revenue.

26.17 Cycle of Events

- a) There are two integrated cycles:
  - (i) The Annual Cycle
  - (ii) The Four Year Cycle

Every fourth year these plans will be produced jointly; but with clear indications of the separate Mission, Goal, and Objective statements.

26.18 Annual Cycle

- a) This cycle is continuous.
- b) The Planning Committee must produce a printed plan for presentation at the AGM, which has previously been approved by the B.C.A. Board of Directors.
- c) The next plan must be presented to the Board of Directors at least 90 days before the AGM.
- d) Projected Budgets must be available at this time to enable an integrated budget for B.C.A. to be formulated.
- e) Schedule of events within Divisions will be subject to change. All duplications to be reviewed by the Scheduling Committee.

26.19 It is therefore mandatory that all Planning Committees for all Divisions commence planning no later than January each year (for the next year); and aim to complete their draft plan for the B.C.A. by April 1 each year.

26.20 The main Planning Committee will complete its Draft and Integrated Plan for the B.C.A. Board of Directors by June 1 each year.

26.21 The B.C.A. Board of Directors will send the approved plan to the printers by September 1 each year.

26.22 The plan will be circulated for comment before the AGM notice of meeting.

26.23 The Chair, B.C. Athletics Board of Directors will be responsible for the compliance with these procedures and has the authority to prepare plans (with assistance) for any delinquent Divisions.

26.24 Four Year Cycle

- a) The basic characteristics of this cycle (as compared to the Annual Cycle) are:
  - (i) It must be led by the Athletics Canada four year plan
  - (ii) Recognize annual targets for the various Divisions within B.C.A. and give guidance and leadership to their committees when they formulate their plan.
  - (iii) Set patterns or directions which can in turn affect the organization and administration of B.C.A.
  - (iv) Ensure the four year Marketing Plan can be successful in raising funds for the self help portion of the Budget.

26.25 Evaluation and Review Process

- a) General The B.C.A. Board of Directors are responsible to carry out:
  - (i) Periodic audits of progress of the Divisions to meet their Goals, Mission and Objectives.
  - (ii) Set up a continuing committee consists of the Planning Committee Chairperson, the Executive Manager, the Finance Committee Chairperson, an appropriate athlete in that Division, an appropriate Coach in that Division, and the current Chairman of that Division.
- b) Timing The evaluation of the current year plan must commence immediately following the AGM. (It may be the day after the AGM.)
- c) Evaluation will measure and report on achievement of objectives set and make positive suggestions for the forthcoming annual plan (by January 1 each year.)
- d) A Comprehensive Summary of all Divisions will be prepared for the Chairman prior to the
- e) Athletics Canada Annual General Meeting (a copy of this report will be sent to Athletics Canada requesting constructive comments.)

**SECTION 27 - PUBLIC RELATIONS**

27.1 B.C.A. Logo - There shall be an official B.C. Athletics logo. (04-03-84)

27.2 A program of promotions and public relations shall be carried out each year by the Board of Directors and Staff responsible.

## **SECTION 28 - RECORDS AND STATISTICS**

- 28.1 Shall be maintained throughout each year.
- 28.2 Records shall be presented to the Annual General Meeting for ratification.
- 28.3 Rankings and records shall be published annually.

## **SECTION 29 - RESULTS**

- 29.1 Time line - Event organizers shall produce and distribute results as soon as possible. Within one week is desirable, maximum one month.
- 29.2 Distribution  
1 copy - B.C.A. Office Files  
1 copy - B.C.A. Statistician (c/o B.C.A. Office)  
3 copies - B.C.A. Heritage Committee (c/o B.C.A. Office) (*Resolution - 1992 AGM*)  
1 copy - all participating clubs  
1 copy to participants upon request
- 29.3 Filing System - B.C.A. Staff shall organize a filing system for all results submitted, i.e. by date, category, etc. (*Resolution 11 - 1985 AGM*)
- 29.4 BC Junior and Senior Secondary School Track and Field Meets – Recognition of Performances  
a) Performances at BC Junior and Senior Secondary School Track and Field meets organized, administered and run by schools and/or school districts will be accepted for Provincial and National rankings and thereby considered for the purposes of BC Athletics Selection, Funding, and Awards if the following criteria have been met:
1. The meet is run according to the current guidelines for sanctioned meets in British Columbia with the exception that all the athletes do not have to be current members of BC Athletics.
  2. Timing methods must meet IAAF/Athletics Canada standards for the purpose of performances recognition for Rankings and if applicable, for records.
  3. Wind gauge readings are provided for sprints, hurdles, jumps and combined events.
  4. Implements are weighed and measured and are verified by a BC Athletics Official.
  5. BC Athletics qualified officials are actively involved with the officiating at the meet (Names are to be submitted along with the meet results) and performances are signed off by either: a) The BC Athletics qualified official who officiated the individual event; or b) The BC Athletics qualified Track Referee for only track events; or c) The BC Athletics qualified Field Referee for only field events; or d) The BC Athletics qualified Combined Events Referee for only the combined events; or e) The BC Athletics qualified Race Walk Chief Judge for only race walk events held in the stadium or f) The BC Athletics qualified Running and Race Walking Referee for running and race walking events held outside the stadium.
  6. Implement weights and hurdle specifications are clearly noted on both the sanction and meet results forms.
  7. A complete set of results are submitted to BC Athletics at the conclusion of the meet.

## **SECTION 30 - SELECTION AND FUNDING SUPPORT**

*(See appendices for the complete Selection and Funding Support Policy and Team Fee schedule)*

- 30.1 To be eligible for BC Athletics funding and/or selection to any team and program, an athlete must:
- Hold a current BC Athletics Competitive Membership and be a member in good standing. In the case of BC Athletics Masters Teams, the member must hold a BC Athletics Masters Membership and be in a member in good standing.
  - Must have Canadian Citizenship, landed immigrant status or have applied for landed immigrant status.
  - Must be at least sixteen (16) years of age in the year of competition (as of Dec. 31).
  - Must have a permanent residence in BC for at least 6 months prior to selection for funding, teams and programs; or
  - Has a permanent residence in BC or plans to resume permanent residency in BC, but is temporarily residing outside BC because of personal or spousal school or work requirements (the latter to be reviewed on each occasion for the continuation or eligibility).

- If previously affiliated with any other Athletics Association within the previous 12 months, the athlete must establish residency in BC for a minimum of 6 months and must be a registered competitive/master member of BC Athletics for 6 months prior to selection for teams or other forms of financial support provided by or upon recommendation of BC Athletics.
- Meet the specific selection requirements for the competitions or programs which BC Athletics will support.
- Pay the required B.C.A. team member fee.

## **SECTION 31 - STAFF**

### 31.1 Hiring and Firing

The Chair, Vice Chair, Secretary and Treasurer (Executive Committee) shall constitute the Personnel Committee on behalf of B.C.A. with the right to hire and fire and fulfil obligations as set out below.

### 31.2 Probation

All employees hired shall be on a six months probationary period with review after the first three months. Prior to the end of the six month period a formal written evaluation shall be completed and should continued employment be offered a contract will be signed at this time. (*Resolution 14:10.5 – 1994 AGM*)

### 31.3 Evaluation

A written evaluation shall be completed before any increment in salary is approved by the Personnel Committee.

### 31.4 Termination of Employment

Either side shall have the right to terminate the contract of employment by giving 20 working days notice in writing.

### 31.5 Grievances

The employee shall have the right to dispute any decision regarding firing. The employee has the right to appeal in writing to the full Board of Directors. The Board's decision must be in writing. The Hiring Committee and the employee both shall have the right to request independent arbitration. Such requests must be made in writing to the Board of Directors and be made within 30 days of the Board's verdict. Decisions made by the arbitrator shall be binding.

### 31.6 Hours of Work

The hours of work shall be 35 hours per week on a schedule agreed to by all staff members. Where there are two or more staff members, the office shall be covered at all times between the hours of 9:00 a.m. and 5:00 p.m. (except where an acute emergency renders this impossible and during the period between Christmas and the New Year).

### 31.7 Overtime/Lieu Hours

- All overtime must be approved by the Secretary or one of the Executive Committee in conjunction with the President/CEO. No overtime shall be paid in cash - staff shall receive time off in lieu (hour for hour).
- All lieu time must be used up within twelve months of its being earned. A maximum of 28 hours may be banked to use up during the period between Christmas and the New Year. Any time not used shall be forfeited. It is recommended that a log book be maintained and all staff time off be recorded. (*Resolution 14:10.5 - 1994 AGM*)

### 31.8 Vacation Time

- Vacation time shall be defined as the calendar year in which an employee's first anniversary falls (and so on to the 2nd, 3rd, etc.). In the first six months of employment (probationary period) an employee shall earn, but not receive vacation time. After six months an employee shall be entitled to vacation time.
- In the first year of employment vacation time shall be earned at 1 1/4 days per month. Commencing in the first vacation year, the employee shall be entitled to receive vacation time of 15 working days calculated at 7 hours per day x 15 = 105 hours per calendar year.
- In the first calendar year an employee may defer 5 vacation days (35 hours). In the second calendar year an employee may defer 10 vacation days (70 hours). In the third calendar year all vacation time ( a total of 25 working days or 175 hours) must be used.
- In the 8th vacation year, vacation time shall increase to 20 working days.
- The vacation schedule shall be submitted to the Personnel Committee by April 1 of each year.

### 31.9 Statutory Holidays

- a) An employee shall be entitled to receive all Statutory Holidays as designated by the Provincial Government:

New Year's Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day.	Boxing Day
B.C. Day	

- b) Where an employee is required to work on a statutory holiday another day off in lieu shall be given.

#### 31.10 Sick Leave

- a) Each employee shall be awarded 1.25 days sick leave per annum for each full month of employment where the employee works (including Statutory Holidays and sick leave) for a minimum of 20 days in a calendar month. Further, an employee may carry forward to a maximum of 20 days at a rate of five days per year, sick days that are not used by the employee in the year of their accrual. If the employee is off for more than two consecutive working days a doctor's certificate is required. (*Resolution 14:10.5 - 1994 AGM*)
- b) Where an employee becomes seriously ill during vacation time, and upon production of a medical certificate such illness shall not be considered vacation time.
- c) If an employee injured on the job is sent home for the rest of the day or sent for treatment, working hours for that day shall not be deducted as sick leave.

#### 31.11 Other Leave

- a) Bereavement Leave
- in the case of the immediate family from the date of death to the day of the funeral. Such leave should not normally exceed 5 days. (Immediate family shall be defined as parent, spouse, child, siblings, father or mother-in-law and any other relative permanently residing with the employee).
  - in the event of death of grandparents, grandchild, siblings-in-law, spouses of children – one day to attend the funeral.
  - where death occurs during vacation time bereavement leave shall be granted and appropriate credits extended to vacation time.
- b) Marriage of employee - 3 days
- c) Employee's child's wedding - 1 day
- d) Adoption or birth of employee's child - 1 day
- e) Serious household emergency - 1 day
- f) Moving household furniture and effects - 1 day
- g) Citizenship Hearing - 1 day
- h) Pallbearer or mourner - 1/2 day
- i) Court appearance
- . for child - 1 day
  - . time off with pay is given with pay where court appearance(s) are on behalf of the employer.
  - . any court appearance(s) concerning private affairs of the employee shall be without pay.

#### 31.12 Medical/Dental Appointments

Where possible all appointments shall be made on the employee's own time. As this is not always feasible, time off for medical and dental appointments may be taken for up to 2 hours. If time off in any one day is in excess of 2 hours then all time off for that day shall be charged to lieu time. In other words, an absence of up to two hours shall be excused.

#### 31.13 Benefits

Benefits paid for the B.C.A. shall be according to the Sport B.C. Benefit Package currently in effect.

### **SECTION 32 - CHAMPIONSHIP TRAVEL PROGRAM**

32.1 In province support - refer to Provincial Government Lotteries Corporation.

32.2 B.C. Team Program - refer to Appendices "B.C. Athletics General Criteria for Funding Support & Selection".

### **SECTION 33 - TRAVEL PERMITS**

33.1 B.C. Athletics Members travelling outside Canada require Travel Permits. Permits are available through the B.C.A. Office.

33.2 B.C. Athletics Recreation Members shall be eligible for B.C. Athletics/Athletics Canada Travel Permits (*Resolution 3.7 - 1991 AGM*).

### **SECTION 34 - B.C. ATHLETICS POLICIES ON EQUITY, ACCESS, FAIR PLAY**

34.1 B.C. Athletics has established policies dealing with Equity, Access and Fair Play. (*Refer to Appendices for document*)

### **SECTION 35 - B.C. ATHLETICS POLICY ON DRUGS IN SPORT**

35.1 B.C. Athletics has established a policy dealing with Drugs in Sport. (*Refer to Appendices for document*)

### **SECTION 36 - B.C. ATHLETICS CODES OF CONDUCT**

36.1 B.C. Athletics has established Codes of Conduct for Coaches, Officials, Volunteers and Athletics. (*Refer to Appendices for document*)

### **SECTION 37 - B.C. ATHLETICS HARASSMENT POLICY**

37.1 B.C. Athletics has established a Harassment Policy. (*Refer to Appendices for document*)

### **SECTION 38 – BC ATHLETICS PRIVACY POLICY**

38.1 BC Athletics has established a Privacy Policy. (*Refer to Appendices for document*)

### **SECTION 39 - BC ATHLETICS PRODUCT ENDORSEMENT POLICY**

39.1 BC Athletic has established a Product Endorsement Policy. (*Refer to Appendices for document*)

#### **Appendices to Include but limited to:**

- Policies, fee schedules, technical and other necessary information as referenced in the Constitution, By-laws, Terms of Reference, Operating Policies, Procedures, Rules, Regulations and any other related document(s).